

To: CREP Conservation Districts
From: Cheryl Witt, Grants Program Manager
Date: June 16, 2005
Subject: FY06-07 CREP Grant Application

Enclosed is the application packet for the FY2006 – FY2007 (*July 1, 2005 – June 30, 2007*) Conservation Reserve Enhancement Program. It is also available on the Commission website: [FY06-07 CREP Grant Application](#)

Available Funding: The following appropriations from the Legislature have been received by the Commission for the 06-07 CREP Grants Program:

	<u>FY06 Technical Assistance</u>	<u>FY07 Technical Assistance</u>	<u>Biennial Cost Share</u>
Authorized by Legislature	\$950,000	\$950,000	\$4,000,000
CC Admin	-\$57,000	-\$57,000	-\$240,000
Available for Grants	\$893,000	893,000	\$3,760,000

The Conservation Commission met on June 14, 2005 for a Special Meeting to consider the CREP Committee FY06 Technical Assistance Funding recommendation. The attached spreadsheet reflects the Commission's decision to make an initial distribution equal to one quarter of the recommended amounts.

This initial distribution will maintain continuity of CREP to districts, and provide Commissioners time to make a more considered distribution decision at the July Commission meeting. After distribution decisions are made in July, additional technical assistance funding will be amended into these initial grant contracts. One grant contract will be used for the entire biennium to provide both Technical and Cost Share funding to the district.

See the spreadsheet to determine the maximum amount of funding your district may receive for the initial distribution. The CREP Grant Application deadline is June 28, 2005. One original-signature applications required.

Please direct any program questions you have to Debbie Becker, CREP Program Coordinator at 360/ 407-6211.

FY 2004-05 Technical Assistance Allocation

Activity since July 1, 2004

** Reserve is initially available exclusively to Tier 4 for additional allocations based on \$1,000 per new contract FY 2004

**WASHINGTON STATE CONSERVATION COMMISSION
FY 2006-2007 CREP GRANT APPLICATION**

FORM A. GRANT APPLICATION FACE SHEET

1) Project Name: 2005-2007 CREP Grant																							
2) Conservation District: <i>Name and Address</i>	3) Grant Contact Person: <i>Name, Title, Phone #</i>																						
4) Federal Tax Identification Number:																							
5) Project Primary Focus: The Washington Conservation Reserve Enhancement Program (CREP) is a joint effort between the State of Washington (administered through the Washington State Conservation Commission and local Conservation Districts) and the US Department of Agriculture (administered through the Farm Services Agency [FSA]) to restore fisheries habitat on private agricultural lands adjacent to depressed or critical condition salmon streams. The program uses financial incentives to encourage landowners to voluntarily enroll in contracts of 10 to 15 years in duration to remove lands from agricultural production.																							
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9) Project Duration: Start Date: July 1, 2005 -- End Date: June 30, 2007																							
10) Project Costs: Total Project Cost \$ _____ Grant Request \$ _____																							
11) District: I certify to the best of my knowledge that the information in this application is true and correct and that I am legally authorized to sign and submit this application on behalf of the district.																							
_____ Printed Name of Authorized Signatory		_____ Signature of Authorized Signatory																					
_____ Title of Authorized Signatory		_____ Date Signed																					
Instructions The FY 2006-2007 CREP Grant Application deadline is June 28, 2005 Send one original, including supporting documents to: Conservation Commission, Attention: Grant Application, PO Box 47721, Olympia, WA 98504-7721.																							

**WASHINGTON STATE CONSERVATION COMMISSION
FY 2006-2007 CREP GRANT APPLICATION**

FORM B. GRANT APPLICATION CHECKLIST

Instructions *This checklist is included to help the district and Commission staff keep track of grant application forms. Check boxes when each form is completed. After the application is complete, add page numbers.*

- ☐ **FORM A: GRANT APPLICATION FACE SHEET**
- ☐ **FORM B: GRANT APPLICATION CHECKLIST**
- ☐ **FORM C: MANAGEMENT STANDARDS CERTIFICATION**
- ☐ **FORM D: GRANT PROCEDURES**
- ☐ **FORM E: PROJECT SCOPE OF WORK**
- ☐ **FORM F: BUDGET**

**WASHINGTON STATE CONSERVATION COMMISSION
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FORM C. MANAGEMENT STANDARDS CERTIFICATION

CONSERVATION DISTRICT ELIGIBILITY CREP Grants are available only to districts that demonstrate program and money management ability by meeting the Management Standards adopted by the Commission. A district may deviate from the standards 1) for an approved Reasonable Alternative; or 2) during implementation of an approved Action Plan to meet the standards. (See Conservation District Procedure Manual, Chapter V, Part A) Applications for Commission funding require that current certification forms are on file with the Commission.

Instructions Complete the Certification Statement in the box below. Check the box that applies to your district. Follow the additional instructions for Boxes 2 and 3.

MANAGEMENT STANDARDS CERTIFICATION STATEMENT

I certify that the _____ Conservation District

1. ☐ Certification Forms dated _____ are on file with the Commission. The District still meets these requirements.
2. ☐ Management Standards Certification forms are included as Attachments C - __ and C - __.
3. ☐ Requests a Deviation from Management Standards. The Deviation from Management Standards Form is included as Attachment C - __.

Signature

Printed Name of Authorized Signatory

Signature of Authorized Signatory

Title of Authorized Signatory

Date Signed

**WASHINGTON STATE CONSERVATION COMMISSION
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FORM D. GRANT PROCEDURES

GRANT ADMINISTRATION

CREP Grants are administered according to the Grants Administrative Procedures found on the Conservation Commission website at: http://filecab.scc.wa.gov/index.html?DIR=Procedure_Manual

Grants Administrative Procedures are a set of detailed, over-arching procedures that districts must follow for all grant programs. Examples of administrative procedures include those related to financial management, expenditure reporting, contracting, procurement, records retention, property management, etc. These procedures apply to all Commission grants. Many of them are contained in the General Terms and Conditions section of Commission contracts.

Grant Programmatic Procedures are unique and specific to each individual grant program. Programmatic procedures are always consistent with the Grant Administrative Procedures, but may be stricter. Programmatic procedures may be dictated by the agency or organization that funds a specific grants program. Examples of programmatic procedures include unique grant application and award procedures, limits on expenditures and reimbursements, specific match and cost share requirements, etc.

Programmatic Procedures specific to the implementation of the FY06-07 CREP Grants Program:

1. See Scope of Work included with this application for more specific items related to the CREP Program.
2. This grant has no local match requirement.
3. No purchases of equipment are allowed under this grant contract unless approved by the CREP Program Manager.
4. The state's cost share rate for this program is 10% on initial implementation and 50% on a reinstallation. Farm Service Agency (FSA) will determine the eligible amounts of the federal and state cost share amounts.
5. The state will provide funding within limits approved by the Conservation Commission on May 20, 2004. for approved maintenance activities.
6. The state will provide administration and funding for the advancement of the Payment Incentive Program (PIP) payment for eligible landowners.

**WASHINGTON STATE CONSERVATION COMMISSION
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FORM E. PROJECT SCOPE OF WORK

BACKGROUND:

The Washington Conservation Reserve Enhancement Program (CREP) is a joint effort between the State of Washington (administered through the Washington State Conservation Commission and local Conservation Districts) and the US Department of Agriculture (administered through the Farm Services Agency [FSA]) to restore fisheries habitat on private agricultural lands adjacent to depressed or critical condition salmon streams. The program uses financial incentives to encourage landowners to voluntarily enroll in contracts of 10 to 15 years in duration to remove lands from agricultural production.

The primary objectives of Washington CREP are to:

1. Coordinate Conservation Commission and FSA resources to enroll acres in a cost-effective manner; and
2. Improve water quality, erosion control, and wildlife habitat related to agricultural use in areas located along streams used for spawning by salmonids that were identified in the 1993 Salmon and Steelhead status Inventory Report prepared by the Washington Department of Fish and Wildlife as being in critical or depressed status.

Eligible landowners will contract with the FSA to take land adjacent to qualifying salmon streams out of agricultural production and plant it with native trees and shrubs for up to fifteen years. In return, the FSA will provide the landowner with an annual rent check for the same fifteen years. In addition, the FSA will ultimately pay up to 90% and the Conservation Commission will pay up to 10% (100% total) of the cost of making the land use change from agriculture to riparian habitat trees.

For the 2005 – 2007 Biennium, the legislature has appropriated \$1,900,000 in Technical Assistance and \$4,000,000 in Financial Assistance for the CREP Program.

SCOPE OF WORK

Ultimate Outcome 1: Restore fisheries habitat on private agricultural lands adjacent to depressed or critical condition salmon streams.

Intermediate Outcome 1.1: Secure the commitment of eligible landowners to participate in CREP.

Task 1.1.1 Provide landowners with technical assistance to remove land adjacent to qualifying salmon streams from agricultural production and plant it with native trees and shrubs for up to 15 years.

- * Coordinate with County FSA to conduct a continuous sign-up for the CREP Program.
- * Facilitate development of site-specific designs and costs of implementation for potential CREP participants.
- * Facilitate the review and approval of the CREP plan with the landowner, FSA and Natural Resource Conservation Service (NRCS).
- * Supervisors will approve plans developed by district staff and evaluate project progress at monthly board meetings.

- * Develop and execute signatures with District and landowner on the DISTRICT/CREP/STATE REIMBURSEMENT CONTRACT, Exhibit E.
- * Provide Conservation Commission with copies of signed CRP-1 Contracts as contracts are secured and signed. Include lineal stream feet and total obligated cost share and maintenance funds from state for the 5-year length of the contract.
- * Coordinate the acquisition of any required permits.
- * Facilitate installation of best management practices (BMPs) by landowners.
- * Coordinate and administer the state's portion of the cost-share program to landowners.
- * Maintain accurate records on cost share reimbursements for participants, coordinate with Commission on issuance of PIP loans.
- * During the 5 year contract period, the site will be visited regularly to ensure continued compliance with the state maintenance and installation agreement. Report any irregularities and concerns outside of 5-year state obligation to Conservation Commission.

Task 1.1.1 Time Frame: Estimated Completion Dates

- * *Fiscal Year 2006 funding ends June 30, 2006, all expenditures incurred on or before June 30, 2006 must be submitted to the Commission by July 31, 2006.*
- * *Fiscal Year 2007 funding ends June 30, 2007, all expenditures incurred on or before June 30, 2007 must be submitted to the Commission by July 31, 2007.*

Task 1.1.2 Provide eligible landowners with financial assistance to take land adjacent to qualifying salmon streams out of agricultural production and re-plant it with native trees and shrubs for up to 15 years.

- * Coordinate and administer the state's portion of the CREP cost share to participating landowners.
- * Calculate and reimburse landowners for eligible CREP maintenance activities which are in accordance with the contract. Maintenance activities must meet NRCS specifications and the Biological Opinion issued by the Services (National Marine Fisheries Service and US Fish and Wildlife).
- * Utilize the "CREP State Reimbursement Contract" for landowners who enroll in the CREP Program.
- * Fulfill the following requirements to receive additional cost share funding:
 1. Submit a copy of the FSA approved CRP-1's to the CREP Coordinator with an additional sheet outlining the lineal stream feet (x2 for both sides) and average buffer width.
 2. Complete, "CREP Cost Share Application" and return it to the CREP Coordinator along with the required paperwork in order to apply for additional cost share funds. The Schedule for the designated time periods is as follows:

Application Month	Award Month	Application Month	Award Month
Jun 2005	Jul 2005	Jul 2006	Aug 2006
Dec 2005	Jan 2006	Dec 2006	Jan 2007

Task 1.1.2 Time Frame: Estimated Completion Date: June 30, 2007

Task 1.1.3 Provide effective project administration and management to maximize successful achievement of outcome.

- * Conservation district supervisors will provide overall project direction with day-to-day administration by district staff.
- * Progress made on the project intermediate outcome will be evaluated by district supervisors at monthly board meetings.
- * Report the progress for achieving this intermediate outcome to the Commission via the Whatcom Conservation District by utilizing the "CREP Basic Database" for record keeping. Enter and review all data fields of the database for accuracy.

Task 1.1.3 Time Frame: Estimated Completion Date: June 30, 2007

- * *The district will submit electronic reports to the Commission via the Whatcom Conservation District according to the following schedule:*

<u>Reporting Range</u>	<u>Due Date.</u>
Jul 1 – Sep 30	Oct 10
Oct 1 – Dec 31	Jan 10
Jan 1 – Mar 31	Apr 10
Apr 1 –Jun 30	July 10

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FORM F1. BUDGET BY INTERMEDIATE OUTCOME

Intermediate Outcomes	Grant Request
1.1: Secure the commitment of eligible landowners to participate in CREP	\$
TOTAL PROJECT COST	\$

FORM F2. BUDGET BY OBJECT

Budget Object	(A) GRANT REQUEST	(B) MATCH	(C) PROJECT TOTAL
SALARIES			
BENEFITS			
TRAVEL			
EQUIPMENT <i>(specify)</i>			
GOODS & SERVICES			
CONTRACTS <i>(specify)</i>			
OTHER <i>(specify)</i>			
OVERHEAD COSTS Use <u>only one</u> of the three following methods:			
1) Direct Costing Method			
Salary/Benefits			
Travel			
Equipment <i>(specify)</i>			
Goods & Services			
Other <i>(specify)</i>			
2) 25% Overhead Method <i>(No more than 25% of all Salaries/ Benefits)</i>			
3) 10% Overhead Method <i>(No more than 10% of Total Grant Amount)</i>			
TOTALS			